

EMBASSY MANAGEMENT NOTICE

EMBASSY OF THE UNITED STATES OF AMERICA

Mbabane, Swaziland

No. 0014/11	Subject: VACANCY ANNOUNCEMENT COMPUTER MANAGEMENT ASSISTANT	Date: February 16, 2011
-------------	---	-------------------------

An Equal Opportunity Employer

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant

OPENING DATE: February 18, 2011

CLOSING DATE: March 4, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): E205,707 – E308,557 p.a. (Starting salary)
(Position Grade: FSN-9). Non-cash benefits include medical and pension.

*Not-Ordinarily Resident (NOR): (Position Grade: FP-5): salary is in US Dollars based on the US pay plan. See the HR section for more details.

All FP position grades are determined by HR in Washington DC

NOTE: Applicants ordinarily resident in Swaziland must have the required residency permits to be eligible for consideration

The U.S. Embassy in Mbabane is seeking an individual for the position of **Computer Management Assistant** in the Information Management Office.

BASIC FUNCTION OF POSITION

Incumbent reports to the American Information Management Specialist (IMS). Individual is responsible for the management, operation, and maintenance for all unclassified information systems and related communications networks (local area and wide area networks (LAN WAN) for the chancery and the GSO compound. Incumbent is responsible for user support and training. Incumbent supervises one individual.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. **Items 1-5 are ALL REQUIRED**

1. **Education:** University degree or three years technical college diploma in computer science and information systems management is required.
2. **Experience:** At least three years experience in a technical position responsible for the management, operation and maintenance of information systems, local area and wide area network and telecommunications with least two years in a Microsoft Windows environment is required.
3. **Language:** Level IV (fluent) reading/writing/speaking English Language is required. **(This will be tested).** Level III (good working knowledge) reading/writing/speaking SiSwati Language is required.
4. **Knowledge:** Expertise in desktop and server computer systems, Microsoft windows operating systems and information/internet security, local area networks (LAN), and wide area networks (WAN) is required. Basic understanding of data routers and switches is required. **(This will be tested.)**
5. **Skills and Abilities:** Aptitude to analyse, troubleshoot and determine best means to resolve network, hardware, and software faults is required. Ability to communicate concisely, both verbally and in writing, technical issues to all levels of post personnel and to outside vendors is required. Skill to manage, support and evaluate assistant member(s) of the IT staff.

SELECTION PROCESS

When fully qualified, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a U.S. Embassy Regional Security Office (RSO) locally issued security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

U.S. Embassy

Human Resources Office

Central Bank Building

7th Floor, Mahlokohla Street

P.O. Box 199, Mbabane, Swaziland

For more information, please view the vacancy announcement details on the internet

at: <http://swaziland.usembassy.gov/>

CLOSING DATE FOR THIS POSITION: MARCH 4, 2011

The U.S. Mission in Mbabane provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*** DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EfMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Approved: MO/SCCheatham

Cleared: RHRO/JDavies

IMO/RGrover

Drafted: HR/DPMziyako